

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Project Manager  
Division of Juvenile Justice  
CEA level 2

**FINAL FILING DATE:** October 31, 2008

**SALARY RANGE:** \$7,815 – \$8,616

### DUTIES/RESPONSIBILITIES:

Under the supervisory direction of the Director, Administration and Operations and the Project Manager, CEA 2 functions as the *Farrell* Project Manager and is responsible for the administration of critical statewide implementation and court compliance programs for the *Farrell* lawsuit.

Duties include, but are not limited to:

- ☐ Directs Remedial Project Management staff in project planning and implementation; support of field staff implementation of the remedial plans; support of field staff implementation of the quality assurance and improvement program; and monitors site compliance with the remedial plan and the quality assurance and improvement program.
- ☐ Develops, implements, and monitors to ensure the continued implementation of departmental policies for the of remedial plans, monitoring compliance with remedial plans, and development of corrective action processes to resolve deficiencies.

- ☐ Represents the Division of Juvenile Justice (DJJ) in Remedial Project Management matters with the court master, plaintiff's attorneys, Legislators and their staff, other state officials, community organizations, juvenile justice advocates, and local public and private agencies.
- ☐ Monitors and continues to enhance a site-based departmental program for quality assurance and quality improvement to ensure daily operational compliance with the remedial plans.
- ☐ Serves as a member of the DJJ management team.

### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a civil service employee with permanent civil service status.

#### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### **Or III**

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Also, applicants must satisfy the following minimum qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, project management, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies; including but not limited to, develops projects, identifies opportunities for shifting resources to maintain progress on critical path, maintains repository for project documentation, develops and facilitates project management methodologies, provides project management training to DJJ staff and tracks budget/contracts related to projects.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

**DESIRABLE QUALIFICATIONS:**

- ☐ Demonstrated, broad administrative or program manager experience with substantial participation in the formulation, implementation, operation and/or evaluation of program policies in areas including, but not limited to court orders.
- ☐ Broad and extensive experience in management and operation planning, and knowledge of DJJ practices, principals, methods, and protocol as they relate to wards within the DJJ.
- ☐ Broad and extensive administrative experience managing comprehensive programs for the custody, housing, healthcare, treatment and rehabilitative services, classification, academic and vocational education, discipline, and appeals of wards.
- ☐ Experience in public administration, personnel management, and leadership, which demonstrates the ability to motivate staff and manage large groups.
- ☐ Demonstrated ability to lead, plan, organize and direct the work of professional and administrative staff at the administrative or program manager level.
- ☐ Experience which demonstrates the ability to represent the Department and communicate effectively, both orally and in writing, with Legislators, local government jurisdictions, criminal justice agencies, advocate groups, community and civic leaders, and court monitors.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Youth Authority Administrator, or Parole Administrator I, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

**EXAMINATION INFORMATION:**

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates' may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.

- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidates' ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

#### **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Project Manager, Division of Juvenile Justice, CEA 2 vacancy. For further information regarding this position, please contact Xina Bolden at (916) 327-8028 or [xina.bolden@cdcr.ca.gov](mailto:xina.bolden@cdcr.ca.gov).

#### **FILING INSTRUCTIONS:**

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by October 31, 2008 to Xina Bolden, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to the same street address listed above for Executive Recruitment and Appointments.

**VISION STATEMENT:** *With our partners, we protect the public from crime and victimization.*

**MISSION STATEMENT:** *We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*